

**Minutes for the  
General Board Meeting for the  
Cottonwood Heights Parks and Recreation Service Area  
Held at 7500 South 2700 East, SLC, UT  
On the 16<sup>th</sup> day of February 2022  
Pursuant of Notice**

**Board of Trustees Present:**

Dan Morzelewski

Patti Hansen

Bart Hopkin

**Staff Present:**

Ben Hill

Lyse' Durrant

Kevin Suchey

Melissa Ruff

Warren Hallmark

Andrew Davis

Audrey Durfee

Allie Brown

A Work Session was held on February 16, 2022 @ 3:15pm, where there was a discussion on the Annual Board Training Requirements, Conflict of Interest forms were filled out and there was a discussion on any items listed on the General Board Meeting Agenda.

**General Board Meeting**

**A. Pledge of Allegiance**

- Mr. Davis led the Pledge of Allegiance.

**B. Verification of Compliance – Open Meeting Law – Dan Morzelewski**

**C. Review and Approval of January 19, 2022 Board Minutes – Dan Morzelewski**

- Upon a motion by Ms. Hansen, a second by Mr. Hopkin and passed unanimously it was, RESOLVED, to approve the January 19, 2022 Board Minutes.

**D. Review and Approval of the Financial Statement – Jan 2022 – Ben Hill**

- Mr. Hill presented the Financial Statement for January, 2022 to the Board.

- Upon a motion by Mr. Hopkin, a second by Ms. Hansen and passed unanimously it was, RESOLVED, to approve the January Financial Statement.

#### **E. Approval of Accounts Payable Selected Entries – Lyse’ Durrant**

- Ms. Durrant presented the Accounts Payable Selected Entries to the Board.
- Upon a motion by Ms. Hansen, a second by Mr. Hopkin and passed unanimously it was, RESOLVED, to approve the Accounts Payable Selected Entries.

### **Information/Discussion Items**

#### **A. Citizen/Customer Comments**

- No comments.

#### **B. Board District Reports**

- Ms. Hansen thanked Mr. Davis and the Parks Department for taking care of the garbage at Mill Hollow Park.

#### **C. Executive Directors Report**

### **INFORMATION & UPDATES:**

- Annexation – Wasatch Rock Gravel Pit Development
  - Landowner Petition to be filed with the Board
  - Email request to help understand cost and benefits associated with annexation
  - Local Entity Plat
- Parks Supervisor Introduction (Andy)
  - Hunter Benson
  - Recruiting for 1 more FT Park Supervisor
- AYSO
  - Possible transition to a CHPRSA Program (Warren)
- CH2:
  - Report on Tuesday, February 8<sup>th</sup> Meeting
    - Mountview Park - Splash Pad
      - 2022 Summer Schedule
  - Next 1:1 Meeting with Tim (City Manager)
    - Thursday, March 10<sup>th</sup>
    - Possible additional 2022 ARPA Funding
      - Antczak Park (\$85,000)
      - Lights at MJP Pickleball Courts (\$50,000 - \$75,000)
    - Possible 2022 TRCC Application Projects
      - Bywater Tennis Courts (Post Tension)
      - Park Playgrounds

- Next CH2 Meeting is Tuesday, March 8<sup>th</sup> at 10AM (Dan)
- CH Parks, Trails and Open Space Committee
  - Report on January 26<sup>th</sup> Meeting
    - “Dover Hills” Park
      - Initial Site Plan
    - Antczak Park Capital Project
    - Furguson Park Donation Program
  - Next Meeting is Wednesday, February 23<sup>rd</sup> (6 - 8 PM)
- 2022 Department Goals are due by Feb. 28<sup>th</sup>
- URPA Conference
  - Monday, March 14<sup>th</sup> – Wednesday, March 16<sup>th</sup>
  - 3 Board of Trustees and 5 Staff (Ben, Lyse’, Warren, Audrey, Bonnie)
- Other

**D. Information and Discussion Policy 200: Purchasing – Ben Hill**

- There was a discussion regarding Policy 200: Purchasing.
- Item will be brought back in Special Business.

**E. Information and Discussion Policy 220: Contracts for Capital Improvements – Ben Hill**

- There was a discussion regarding Policy 220: Contracts for Capital Improvements.
- Item will be brought back in Special Business.

**F. Information and Discussion Personnel Policy Section XIII: Employee Use of the Service Area – Ben Hill**

- There was a discussion regarding Policy Section XIII: Employee Use of the Service Area.
- Item will be brought back in Special Business.

**G. Information and Discussion of Engagement Letter from SQUIRE for 2021 Audit Services – Ben Hill**

- There was a discussion regarding the Engagement Letter from SQUIRE for the 2021 Audit Services. To be brought back in Special Business.
- Item will be brought back in Special Business.

**Special Business**

**A. Consideration and Recommendation to Accept Engagement Letter from SQUIRE for 2021 Audit Services – Resolution No. 2022 – 2**

- Upon a motion by Ms. Hansen, a second by Mr. Hopkin and passed unanimously it was, RESOLVED, to Accept Engagement Letter form SQUIRE for 2021 Audit Services.

Meeting Adjourned @ 4:47pm

Next Meeting of the Board will be held on March 23, 2022 @ 4:00pm